



CALIFORNIA UNEMPLOYMENT INSURANCE APPEALS BOARD JOB OPPORTUNITY

DATE: January 29, 2010

POSITION: Administrative Law Judge I, UIAB, Limited Term (24 months), Full Time
Ten positions are available.

SALARY: \$7494 - \$9063 **Position Action #910-274M**

LOCATION: Southern California: Inglewood, Inland, Los Angeles, Orange County,
Oxnard, Pasadena, and San Diego

POSITION DESCRIPTION:

An Administrative Law Judge I reviews records, conducts hearings and renders decisions on appeals and petitions filed under the California Unemployment Insurance Code.

- Conduct Hearings: Assembles parties; starts recording equipment; instructs parties as to their rights; administers oaths or affirmations; examines parties and witnesses; controls hearings; assists parties with the presentation of evidence including examination and cross-examination of witnesses; rules on the admissibility of evidence; takes notes; hears closing arguments; adjourns hearings.
- Render Decisions: Researches relevant law; composes, edits and approves decisions setting forth findings of facts and reasons for decision. Promptly issues decisions in compliance with UIAB and federal case aging standards.
- Review Files and Issue Process: Reviews case files and relevant law. Notes facts and possible course of examination. Prepares and approves subpoenas, interrogatories and orders, as appropriate.
- Travel: Travels to outstation hearing facilities and to Offices of Appeals elsewhere in the state.
- Performs other duties as assigned by the Presiding Administrative Law Judge including, but not limited to, reviewing and ruling on requests for resets, reviewing decisions of absent judges, responding to queries from staff and public.
- Attends periodic meetings; participates in regional and annual training; writes letters and reports.

SELECTION CRITERIA:

Applications will be evaluated based on eligibility, desirable qualifications, and writing sample. **All applications must include information about the basis of eligibility for appointment**, including whether eligibility is based on list or transfer eligibility. Surplus, SROA and Super SROA will be given first consideration.

The California Unemployment Insurance Appeals Board will be utilizing the Office of Administrative Hearings Administrative Law Judge I open list to fill vacancies.

SUBMIT APPLICATION PACKAGE CONSISTING OF STD 678 APPLICATION FORM, WRITING SAMPLE AND COVER LETTER TO:

CUIAB, Administrative Services/Personnel Section
Attn: Susan Williams, Associate Personnel Analyst
2400 Venture Oaks Way, Suite 400, Sacramento, CA 95833

PLEASE NOTE: Please write PA # 910-274M, ALJ I, AND the location(s) where you wish to work on your application.

Incomplete application packages that do not contain a STD 678 application form, writing sample, and cover letter, or do not have the PA # and location for which you are applying will delay consideration of your application.

CONTACT: For more information about these positions contact the following:

Inglewood: John Martin, Presiding Administrative Law Judge: (310) 337-4302

Inland: Kirk Garvin, Presiding Administrative Law Judge: (909) 987-2212

Los Angeles: Zaida Hackett, Presiding Administrative Law Judge: (213) 897-5267

Orange County: Hazel Cash, Presiding Administrative Law Judge: (714) 562-5560

Oxnard: Jasmine Mukai, Presiding Administrative Law Judge: (805) 485-5389

Pasadena: Irene Server, Presiding Administrative Law Judge: (626) 304-7962

San Diego: Harold Rucker, Presiding Administrative Law Judge: (619) 521-3300

FINAL FILING DATE: **February 11, 2010**

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